

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, July 28, 2015

Meeting Time: 5:00 PM

Attending Committee Members & Manor Staff

Dave Halloran, Chairman
Zeke Garthwaite
Gerald Heimann
Jack Sauer
Vicki Whitford
Kenny Taylor – Excused

Julie Chikowski, ADM - Excused
Peggy Rolli, A. ADM
Judy Gobeli, DON
Shelley Lange, HRC
Barb Johnson, DF

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present, with the exception of Lay Member, Kenny Taylor, and Administrator, Julie Chikowski; who were excused.

Posting -

Shelley Lange reported that the agenda for the meeting was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved minutes from the previous meeting), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the June 22, 2015 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Jack Sauer, and seconded by Zeke Garthwaite, to approve the July 28, 2015 agenda as submitted. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Lafayette Manor Financial Notes – Report Submitted by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of June 2015 was \$373,445. YTD Net Revenue totaled \$2,194,866.
- For the month of June 2015 expenses totaled \$395,400. YTD Expenses totaled \$2,326,347.
- All departments were close to their monthly expenses with the majority coming in under budget.
 - Patient Services Staff – Under Budget:
 - Increased cost for RN's and CNA 's; but a decreased cost for LPN's.
 - The Increased Cost was less than the decreased cost.
 - Patient Services Supplies – Under Budget:
 - 2014 had residents that required additional supplies such as pharmaceuticals.
 - 2015 has not had this additional expense.
 - Therapy Services – Under Budget:
 - There is a decrease in Medicare residents requiring therapy services.
 - Dietary – Under Budget:
 - Budget was calculated for 56 residents; with a current average of 53 residents.
 - Utilities – Under Budget:
 - Decrease in gas usage due to warmer weather; along with a decrease in electricity costs due to the replacement of a faulty meter.

- Explanation for departments over YTD budget. Budget for 2015 was based on a resident census of 56.
 - Transportation – Increase in residents using transportation for clinic visits.
- Monthly Net Income is at a loss of \$21,955.
- YTD Levy remaining is \$297,730.

Swingbed Statistics:

- Hospital admitted Swingbed days related to the Manor for June was 0.

Hospital Usage:

- Hospital payment to the Manor for June rent is \$1,440.00.
- YTD rent for the Hospital Business Offices residing at the Manor totals \$8,640.00

Wages & Fringes:

- YTD wages are currently showing under budget by \$4,521.
- YTD benefits are under budget by \$27,303.
- YTD net under budget of \$31,824.

A/R Aging:

- The total Accounts Receivable as of June 30, 2015 is \$375,655.22.

It was noted that while our current average census is 53; we currently have 59 residents in house with potential admission scheduled for later in the week.

Barb Johnson stated that in looking at the Income vs. Revenue: in 2012 the facility lost \$20.00 per day; in 2013 the facility lost \$37.00 per day; and in 2014 the facility lost 13.00 per day.

Audit of Bills – Presented by Barb Johnson

Barb Johnson went over some of the submitted bills, including: Aegis Therapies at \$17,563.46; Alliant Utilities at \$4,082.79; Brian Schoeneck at \$1,500.00 (Cost Report); Bryson Distributing at \$2,069.58; Country View Transport at \$1,030.44; Cummins at \$2,167.00 (Generator Maintenance); JT & Associates at \$1,200.00 (Cost Report); Kone, Inc. at \$720.23 (for Elevator Maintenance); Leading Age at \$2,550.00 (Dues); MHLC – Med. A at \$214.69; Omnicare Pharmacy at \$3,709.60; Reinhart Food Service at \$11,726.21; Superior Linen Service at \$6,516.20; SW Staffing at \$4,252.50; WI Dept. of Health Services for the facilities bed assessment at \$10,800.00; and Waste Management at \$549.02.

A motion was made by Gerald Heimann and seconded by Jack Sauer, to approve the Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for June 2015:

June 30, 2015 Admission / Discharge Report	
Total Admissions	3
Total Discharges	2
Charges Report	
Pay Source: Medicare Part A	9
Medical Assistance	37
Private Pay	15
Average Daily Census	55

Management Report –

Town Meetings -

Since the Darlington meeting, attendance has decreased in the smaller outlying communities, with mostly positive comments being made. Jack Sauer reported that in the future it is planned to hold two meetings per year from this point on in an attempt to keep the public informed regarding any potential changes; as well as to allow the public to voice any questions or concerns they may have.

Laundry Update -

No report at this time.

Parking Lot Lighting Update –

In the absence of Dave Blaser, who was unable to install the newly purchased parking lot lighting due to health issues; Jim Lange completed the project.

Auxiliary Report –

The date for the Fall Festival has been set for Wednesday, September 16th, to begin at 4:00 pm.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

- Youth from the Madison Catholic Diocese, spending the day with the residents.
- Music being enjoyed by the Residents on the Patio, featuring Tom Badtka
- Music being enjoyed by Residents on the Patio, featuring Lou Oswald
- An article announcing the generous donation given by Pat and Carolyn Webber, for the purchase of wireless equipment to enable residents to use their laptops and other electric devices throughout the facility.

Certified Nursing Assistant, Tamara Gierhart, will be featured in the upcoming MHLC Newsletter. Tamara has been employed by Lafayette Manor for 19 years.

OT & Staffing – Reported by Shelley Lange

Overtime Expenses for June totaled \$5,778.83 compared to \$6,221.97 in May, 2015.

Personnel / Payroll Report – Reported by Shelley Lange

Family / Medical Leaves

- 2 - ADA Accommodation
- 1 – Non-Qualifying Intermittent FMLA: May 16, 2015 – September 14, 2015
- 1 – Intermittent FMLA: June 25, 2015 – September 17, 2015
- 1 - Intermittent FMLA Leave: August 1, 2014 Extension(s) Through May 29, 2016

STAFFING

Hillary Gant	GRN	New Hire: 7/06/2015 Status Change: 7/13/2015	PT/NOC Shift Graduate RN to Full RN Status
Jamie Stanton	CNA	New Hire: 7/28/2015	Fill-In - PM's
Tammy Martin	LPN	New Hire: 7/28/2015	PT - PM's
Jessica Roesch	CNA	Status Change: 7/07/2015	FT - NOC to PRN
Christy Fischer	CNA	Status Change: 7/10/2015	FT - NOC to Resignation
Harley Halvorson	PRN/CNA	Took Off Roster	No longer available
Hannah Olson	PRN/RN	Took Off Roster	No longer available
Aleigha Sigafus	CNA	Took Off Roster	No longer available

- Agency LPN staff continues to work 6-8 shifts per pay period at a reduced rate.

Workman's Compensation January 1, 2015 – July 28, 2015

- 9 – First Report of Injury - No Reportable Time Off
 - 1 CNA was on Light Duty June 20, 2015 – July 7, 2015

Shelley Lange reported that United Heartland Representative, Tim Staver, is scheduled to present an in-service staff on Safe Patient Handling on October 20, 2015

78 Total Employees:

- 58 Regularly Scheduled,
- 20 Fill-In Status

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. 2016 - Budget
2. Laundry Update

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, August 25, 2015

5:00 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Jack Sauer, and seconded by Zeke Garthwaite, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange
Human Resource Coordinator

SL/sjl